

Introduction to CM/ECF

**U.S. Bankruptcy Court
Northern District of West Virginia**

What is CM/ECF?

Case Management/Electronic Case Filing

- **The CM/ECF System is a web based software program.**
- **Attorneys will submit pleadings and view case data from the internet.**

CM/ECF Project Goals

- **Provide a better case management system (CM) for federal courts**
- **Replace aging national systems**
- **Allow for electronic filing and management of documents (ECF)**

What are Electronic Case Files?

**Documents stored in fixed electronic
format instead of on paper**

How CM/ECF Benefits Attorneys

- **Convenient filing over the Internet**
- **24 hour access to court case files**
- **Automatic email notification of case activity**
- **Access to files concurrently with chambers, court staff and other attorneys**

Attorney Benefits Continued...

- **Ability to download and print documents directly from the court's electronic system using your current PACER account**
- **Reduction in mail, courier & copying fees**
- **Secure document storage (no misplaced paper files)**
- **Easy to learn**

What You Need to Use CM/ECF

- **Windows or MAC computer**
- **Word processing capability**
- **Internet access and web browser**
- **Software to convert files to PDF**
- **Login and password**

Optional – printer/scanner

How to File a Document

- **Convert document to PDF**
- **Log onto court's CM/ECF system**
(<https://ecf.wvnb.uscourts.gov>)
- **Specify case (basis for docket entry)**
- **Attach document**
- **Submit document**
- **Receive confirmation by email**

Fees

- **No additional fees for filing electronically**
- **Congress directed fees for electronic access to court files**
- **One-time free access to documents filed in your cases, then 7 cents per page**
- **Fees assist with development and support of electronic public access program**

Security and Signature Issues

- **Deemed secure by National Security Agency**
- **Documents assigned unique electronic digital identification – used for verification**
- **Authentication by login and password**
- **Recognized as equivalent to signature**
- **Attorneys must register to use the system**

CM/ECF Training

- **Training is prerequisite to receive login**
- **Court will provide training**
- **Court is the primary help desk for local filers**
- **Pacer Service Center must be consulted for PACER account information**
(<http://pacer-psc.uscourts.gov>)

CM/ECF

The Attorney's Perspective

Online Video

<http://www.uscourts.gov/cmecfvideo.html>